

# AE OPERATIONS CONTRACT AWARD CHECKLIST

**Specialist:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Contract #:** \_\_\_\_\_

**Firm Name #:** \_\_\_\_\_

|  | <b>REG<br/>REFERENCE</b>               | <b>ACTION</b>  | <b>INCLUDED</b>   | <b>SIGNATURE</b> |
|--|--|--|-------------------|------------------|
|  | <b>AFARS 1.697 AND<br/>EFARS 1.697</b> | <b>COUNSEL REVIEW</b>  | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  | <b>AFARS 1.802-1(A)</b>                | <b>PNM APPROVAL (CONTRACTS OVER<br/>\$500,000 – SEE SEPARATE FOLDER)</b>   | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  | <b>FAR 5.301</b>                       | <b>CBD NOTIFICATION OF AWARD<br/>(COPY ATTACHED)</b>   | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  | <b>DFARS 204.670-2</b>                 | <b>DD350 (COPY ATTACHED)</b>   | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  | <b>DAC 215.975</b>                     | <b>WEIGHTED GUIDELINES USE REPORTED<br/>TO BUSINESS SUPPORT FOR “C”<br/>CONTRACTS (SEE TAB ____ OF PNM)<br/>(COPY TO BUSINESS SUPPORT)</b> | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  |  | <b>AWARD LETTER</b>  | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  | <b>DFARS 201.602-2</b>                 | <b>COR LETTER<br/>(COPY ATTACHED – REV. 13, 20 DEC 93)</b>   | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  |  | <b>TWO (2) COMPLETE COPIES OF<br/>CONTRACT W/SIGNATURE TABS</b>  | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  |  | <b>FIRST DELIVERY ORDER</b>  | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |
|  | <b>FAR 30.201-4(B)</b>                 | <b>CAS DISCLOSURE STATEMENT SIGNED<br/>FOR CONTRACTS OVER \$500,000 (N/A<br/>FOR SB)</b>   | <b>Y/N OR N/A</b> | <b>Y OR N</b>    |

**REV – 14 JAN 02**